

## GDPR For Children involved in

## Your Rights

### Auditions and Productions.

Pantomime Company is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect about children who audition and their parents/guardians. We collect this information from you and or your parents/guardians.

#### **The information we collect**

Prior to auditions, we will collect the basic personal details such as name, address, date of birth, medical information, parents/guardians names addresses, contact numbers and email address. If you are successful in gaining a part in the production we may take photos of you or ask for information for a biography.

At this time we will ask you/parents/guardians to consent to the collection of this personal information and the uses to which it will be put. We will be able to accept consent directly from children over 16.

#### **How we use information**

We will use you and your parents/guardians personal information;

- to send you communications about the production
- To support your health and well being whilst taking part in rehearsals/performances
- For planning any aspects of productions
- To comply with legal requirements for you to take part in the production.
- And to compile entries for programmes

#### **Security**

We will put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of your and your parents/guardians personal information.

Please let us know if your personal information or that of your parents/guardians changes as it is important that the information we hold about you is accurate and up to date. Circulating information to you and your parents/guardians is a necessary part of being a member of the company but when the production is over (and after the set period of time for which we are legally required to hold some of the information) we will remove your personal information and that of your parents/guardians from our files. You and your parents/guardians have the right to request a copy of the information we hold about you and them. To do this simply contact us and we will take all necessary steps to confirm your identity before providing you with details of any personal information we may hold about you.

#### **Changes to this Privacy Policy**

We may amend this Privacy Policy from time to time; for example, to keep up to date with, or comply with legal requirements. If there are any significant changes made to the use of your personal information in a manner different from stated, we will seek your permission first.

#### **How to contact us**

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to request a copy of your information please contact us in one of these ways:

**By phone to the Secretary**  
0781 500 9701/01664 840158

**By email**  
[imperialacademyoffice@gmail.com](mailto:imperialacademyoffice@gmail.com)

**By post**  
The Cabin,  
Stormbrick Furlongs,  
8, The Lane,  
Barsby,  
Leics,  
LE7 4RH